State of Nevada

IT Project Oversight Committee (ITPOC)

Policy

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1.0 PURPOSE

To establish a policy for management of information technology (IT) projects in the state of Nevada. The purpose is to ensure that sound management practices are being observed.

2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

A. Major IT projects and investments with a total cost of $500,000 or more, including the cost of state employee time;

B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of $500,000 or more; and/or

C. IT projects and investments that are critical in nature or have major impact on a state organization.

3.0 EFFECTIVE DATES

The requirements of this policy are effective 90 days after sign-off by the Governor or his designee.

4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy. The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.

5.0 RELATED DOCUMENTS

http://nitoc.nv.gov/document_index.htm#ProjectOversight - Project
Policy 9.05(A) Project Planning
Policy 9.06(A) Risk Management
Policy 9.07(A) Project Tracking
Policy 9.08(A) Requirements Management
Policy 9.09(A) Configuration Management
Policy 9.10(A) Project Closeout
Standard 9.03(A) Monthly Cost Schedule Report
Standard 9.11(A) Risk Assessment and Management Report

6.0 POLICY

The following six project management component statements, sections 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 below, taken together, form the core of the state's policy for management of information technology projects. They are compatible with and fully support the Information Technology Project Oversight Committee's (ITPOC) project management methodology:

6.1 Requirements Management: All projects must include a well-defined problem statement with well-defined business and technical requirements that assure the IT solution satisfies the business need. Requirements must be thoroughly documented and understood by the project team. Changes to requirements must be managed throughout the life of the project.

6.2 Project Planning: Each project manager must develop, maintain and follow a written plan that defines project goals, processes, and resource estimates (in terms of schedule, cost and development). The project plan must be updated throughout the life of the project to accurately reflect the current plan.

6.3 Project Tracking: Project managers must continuously track the progress of all projects against the project plan.

6.4 Configuration Management: Configuration Management (CM) must be performed on all projects in accordance with established organizational CM procedures. These processes must ensure that controlled and stable baselines are established for planning, managing and building the system; the integrity of the system's configuration is controlled over time: and the status and content of the baselines are known.

6.5 Risk Management: Risks associated with each IT project must be identified, analyzed and prioritized. Identified risks must be controlled through the process of project planning and monitoring. Risk identification and management must be integrated components of project management and will be continuously assessed and analyzed during the life of the project.

6.6 Project Closeout: State organizations must maintain procedures for conducting lessons learned on IT projects during a project closeout process. Closeout is determined when project objectives have been met and users have reviewed and accepted the system. The process includes preparation of a Post Implementation Evaluation Report (PIER) to capture lessons learned and archival of project records.

7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

8.0 DEFINITIONS

8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions

8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of $500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

8.4 Configuration Management: Processes including procedures and tools to control project deliverable(s) in terms of release and revision, to monitor project scope against the baseline, and manage approval on any change to the baseline. A control item is a project element that is considered a unit for the purpose of configuration management and includes such things as software modules, versions of software systems, the project design document and the project plans.

Configuration Management also encompasses:

- Change Control – the process of controlling, documenting, and storing the changes to control items
- Version Control – a method used to control the release and installation of software versions.

8.5 Baseline: A specification or a product that has been formally reviewed and agreed upon, that thereafter serves as the basis of further development, and that can be changed only through formal change control procedures.

Approved By		
Title	**Signature**	**Date**
ITPOC Chair	Signature on File	03/14/02
NV IT Operations Committee Chair	Signature on File	03/14/02
Governor/Governor's Representative	Signature on file	06/30/03

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Document History		
Revision	**Date**	**Change**
A	03/14/02	Initial release.